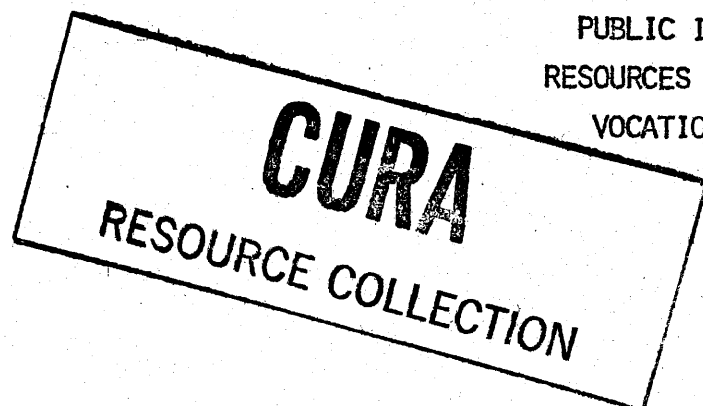


A DIRECTORY OF METROPOLITAN CAREER COUNSELING OPPORTUNITIES FOR WOMEN

COLLEGE AND UNIVERSITY BASED
COMMUNITY BASED
PUBLIC INSTITUTIONS
RESOURCES FOR COUNSELORS
VOCATIONAL SCHOOLS



We would like to thank everyone who cooperated by contributing information for this directory.

*indicates groups with special programs for women

"Special Seminars" indicates seminars or courses of special interest to women.

CURA has supported the work of the author(s) of this report but has not reviewed it for final publication. Its content is solely the responsibility of the author(s) and is not necessarily endorsed by CURA.

This directory was prepared by Women's Network, 2104 Stevens, Minneapolis, Minnesota 55404. For information on the Network, call Mary Lee Geisser at 698-5290.

A grant from CURA (The Center for Urban and Regional Affairs, University of Minnesota) through the Office of Career Development made the production of this directory possible.

Spring, 1975

COLLEGE AND UNIVERSITY BASED

ORGANIZATION

ANOKA-RAMSEY COMMUNITY COLLEGE
11200 Mississippi Blvd. N.W.
Coon Rapids, Minnesota 55433
427-2600

NATURE OF PROGRAM

Two year college

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Students and prospective students

CONTACT PERSON

Norm Nelson, Counseling Co-ordinator, 427-2600

FEES FOR SERVICE

Free to students

DAYS/HOURS SERVICE
AVAILABLE

8:00 to 4:30 daily, until 8:00 p.m. on Monday and Tuesday,
later by appointment

SPECIAL SEMINARS

Yes

STAFF

Professional

REMARKS

*

ORGANIZATION

AUGSBURG COLLEGE
731 - 21st Avenue South
Minneapolis, Minnesota 55404
332-5181

NATURE OF PROGRAM

New Dimensions Program: A four-week seminar for women wishing to continue or start college. Designed to ease transition which 1) assesses skills and interests and 2) provides an opportunity to do college work. Offered 4 times a year.

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Students and prospective students

CONTACT PERSON

Louise McColl, Director, New Dimensions Program
332-5181, Ext. 363

FEES FOR SERVICE

\$66.00 for seminar without credit, regular tuition for semester course credit. Counseling and testing free to students.

DAYS/HOURS SERVICE
AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Yes, New Dimensions Program

STAFF

Professional

REMARKS

*
ORGANIZATION

COLLEGE OF ST. CATHERINE
2004 Randolph Avenue
St. Paul, Minnesota 55105
698-5571

NATURE OF PROGRAM

Back-to-College Seminar--11 week session designed to orient the mature woman to the contemporary college scene and to enable her to assess the possibility of pursuing a college degree. Given two times a year.

SPECIFIC SERVICES OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS SERVED

Students and prospective students

CONTACT PERSON

Sister Therese Sherlock, Office of Continuing Education
698-2773

FEES FOR SERVICE

Counseling and testing free to students
Seminar: \$15.00, the seminar and a credit course at St. Catherine's: \$90.00

DAYS/HOURS SERVICE AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Yes, Back-to-College seminar

STAFF

Professional

REMARKS

ORGANIZATION	CONCORDIA COLLEGE 275 North Syndicate Avenue St. Paul, Minnesota 55104 646-6157	
NATURE OF PROGRAM	Four year college	
SPECIFIC SERVICES	Counseling--vocational and personal Testing Placement Group support	Yes Yes Yes No
GROUPS AND INDIVIDUALS SERVED	Students and prospective students	
CONTACT PERSON	Leroy O. Young, Director of Admissions, 646-6157	
FEES FOR SERVICE	Counseling and testing free to students	
DAYS/HOURS SERVICE AVAILABLE	9:00 to 5:00	
SPECIAL SEMINARS	Regular course work	
STAFF	Professional	
REMARKS		

ORGANIZATION

HAMLIN UNIVERSITY
1536 Hewitt Avenue
St. Paul, Minnesota 55101
641-2320

NATURE OF PROGRAM

Community College Program: recruits community college graduate to finish 4 years. \$1000 scholarships available for those with Junior College degree.

Mini-course in Career Planning, offered twice a year, not for credit. Open to the public

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Students and prospective students

CONTACT PERSON

Ann Wasescha, Director of Placement, 641-2302 or 641-2064
Susan K. Johnson and Mary Turner, Counselors, 641-2378

FEES FOR SERVICE

Counseling and testing free to students
Mini course in Career Planning--free

DAYS/HOURS SERVICE
AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Yes

STAFF

Professional

REMARKS

*
ORGANIZATION

INVER HILLS STATE COMMUNITY COLLEGE
8445 College Trail,
Inver Grove Heights, Minnesota 55075
455-9621

NATURE OF PROGRAM

Two year college. Competency based education: credit given for experience outside the classroom. Career oriented programs. The majority of the students are mid-age women returning to school.

SPECIFIC SERVICES OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	Yes

GROUPS AND INDIVIDUALS SERVED

Students and prospective students

CONTACT PERSON

Sharon Speich, Counselor, 455-9621, Ext. 53
Brenda Urke (Ext. 33) and Norma Rowe (Ext. 48), group counselors

FEES FOR SERVICE

Counseling and testing free to students

DAYS/HOURS SERVICE AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Regular course work

STAFF

Professional

REMARKS

*
ORGANIZATION

Lakewood Community College
3401 Century Avenue
White Bear Lake, Minnesota 55110
770-1331

NATURE OF PROGRAM

Two year college
Women's support group being organized

SPECIFIC SERVICES

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS SERVED

Students and prospective students

CONTACT PERSON

Jane Brodie, Counselor, 770-1331, Ext. 54
LaVerle McAdams, Counselor, 770-1331, Ext. 47

FEES FOR SERVICE

Counseling and testing free to students

DAYS/HOURS SERVICE AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Regular course work

STAFF

Professional

REMARKS

ORGANIZATION

MACALESTER COLLEGE
1600 Grand Avenue
St. Paul, Minnesota 55105
647-6207

NATURE OF PROGRAM

Four year college

College and career library open to the public,
Room 211, second floor, north, Student Union.

Back to School Summer Program--special seminars for
women wishing to return to school, including career
and vocational counseling and planning and the o
portunity to register for a class at half tuition.

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Students and prospective students

CONTACT PERSON

Larry Young, Director of Counseling, 647-6207
Jan Weiss, Director of Summer Session, 647-6330

FEES FOR SERVICE

Counseling and testing free to students

DAYS/HOURS SERVICE
AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Yes, Back to School Summer Program

STAFF

Professional

REMARKS

*
ORGANIZATION

METROPOLITAN STATE COMMUNITY COLLEGE
50 Willow Street
Minneapolis, Minnesota 55403
339-9441

NATURE OF PROGRAM

Two year college
Women Studies Program. Courses offered: 1) Introduction--
geared to returning women, studies women and work, 2)
Heritage of American Women, 3) Images of Women in American
Literature and 4) Advanced Critical Reading.
Help with registration for adults.

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	No
Placement	Yes
Group support	From time to time

GROUPS AND INDIVIDUALS
SERVED

Students and prospective students

CONTACT PERSON

Mary Pruitt, Counselor, 339-9441
Carol Kilts, Reading and Study Skills Counselor, 339-9441

FEES FOR SERVICE

Counseling and testing free to students
Women Studies courses--\$9.50 per credit (4 credits each)

DAYS/HOURS SERVICE
AVAILABLE

8:30 to 4:30

SPECIAL SEMINARS

Women Studies Program

STAFF

Professional

REMARKS

ORGANIZATION

MINNESOTA METROPOLITAN STATE COLLEGE
Coordinating Center and St. Paul Learning Center:
Metro Square Building
St. Paul, Minnesota 55101
Minneapolis Learning Center:
IDS Concourse
Minneapolis, Minnesota 55402
296-3875

NATURE OF PROGRAM

Students study under a tutor and progress at own rate studying independently. Degree awarded on the basis of demonstrated competencies rather than credits. Past experience can be used to demonstrate competency.

Introductory Education Planning Course (IEPC) Intensive Counseling for first 6 weeks, offered 3 times a year.

Life goals workshop--optional

Special Course: Where Do I Go From Here With My Life, Dick Leider, 823-1618

SPECIFIC SERVICES

Counseling--vocational and personal

Yes, walk-in
admissions
counseling

Testing

No

Placement

No

Group support

No

GROUPS AND INDIVIDUALS
SERVED

Students and prospective students

CONTACT PERSON

Jim Bennett, Admissions Counselor, Metro Square, 338-1318
Cecil Underwood, Admissions Counselor, IDS Concourse,
296-6128
Jan Hagberg and Miriam Meyers, IEPC Coordinators, 338-8766

FEES FOR SERVICE

Counseling free to student

DAYS/HOURS SERVICE
AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Yes

STAFF

Professional

REMARKS

*
ORGANIZATION

NORMANDALE COMMUNITY COLLEGE
9700 France Avenue South
Bloomington, Minnesota 55431
831-5001

NATURE OF PROGRAM

Two year college
Normandale Organization for Women Students offers support
for women returning to school

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	Yes

GROUPS AND INDIVIDUALS
SERVED

Students and prospective students

CONTACT PERSON

Diana Winn, 831-500k, Ext. 235; Wilma Volkmer, Ext. 234;
Mary Faucett, Ext 239; and Anne Boe, Ext. 232, counselors and
advisors to the women's group.
Gloria Aronson, Women's Studies Program.

FEES FOR SERVICE

Counseling and testing free to students

DAYS/HOURS SERVICE
AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Women Studies program being developed

STAFF

Professional

REMARKS

ORGANIZATION	NORTH HENNEPIN COMMUNITY COLLEGE 7411 35th Avenue North Brooklyn Park Minnesota 55445 425-4541	
NATURE OF PROGRAM	Two year college	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	Yes Yes No
GROUPS AND INDIVIDUALS SERVED	Students and prospective students	
CONTACT PERSON	Ron Thomley, Vi Ulrich, Del Smith, Jim Johnson and Tom Carey, Counselors, 425-4541	
FEES FOR SERVICE	Counseling and testing free to students	
DAYS/HOURS SERVICE AVAILABLE	9:00 to 5:00	
SPECIAL SEMINARS	No	
STAFF	Professional	
REMARKS		

ORGANIZATION	ONEIDA COMMUNITY COLLEGE 357 Oneida Street St. Paul, Minnesota 55102 227-7803								
NATURE OF PROGRAM	Educational and employment counseling for welfare and low income women. Help in solving related problems: financial, legal, child care. G.E.D. pre-testing and tutoring.								
SPECIFIC SERVICES OFFERED	<table border="0"> <tr> <td>Counseling--vocational and personal</td> <td>Yes</td> </tr> <tr> <td>Testing</td> <td>Yes</td> </tr> <tr> <td>Placement</td> <td>Yes</td> </tr> <tr> <td>Group support</td> <td>No</td> </tr> </table>	Counseling--vocational and personal	Yes	Testing	Yes	Placement	Yes	Group support	No
Counseling--vocational and personal	Yes								
Testing	Yes								
Placement	Yes								
Group support	No								
GROUPS AND INDIVIDUALS SERVED	Low income people								
CONTACT PERSON	Terry Osborne, Counselor and welfare advocate, 227-7803								
FEES FOR SERVICE	Free								
DAYS/HOURS SERVICE AVAILABLE	9:00 to 5:00								
SPECIAL SEMINARS	No								
STAFF	Professional								
REMARKS									

ORGANIZATION University of Minnesota	CAREER PLANNING OFFICE College of Liberal Arts University of Minnesota 225 Johnston Hall Minneapolis, Minnesota 55455 373-4878	
NATURE OF PROGRAM	Counseling for undecided CLA students Career information library	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support Special seminars	Yes, vocational Yes No Yes No
GROUPS AND INDIVIDUALS SERVED	Currently enrolled students	
CONTACT PERSON	Linda Jones, Coordinator, 373-4878 Kathy Loucks, Career Counselor, 373-4878	
FEEs FOR SERVICE	None	
DAYS/HOURS SERVICE AVAILABLE	Monday through Friday, 12:00 to 3:00 Hours change from quarter to quarter	
STAFF	Professional plus student volunteer	
REMARKS		

*
ORGANIZATION

University of
Minnesota

Continuing Business Education
334 B Business Administration Building
University of Minnesota
Minneapolis, Minnesota 55455
373-3680

NATURE OF PROGRAM

Seminars for secretaries: Time management, communication, elements of Human Behavior

Seminars of Interest to Women: Changing Roles for Women in American Business and Industry, Management Development for Women.

Other: How to start and finance a new business

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	No
Testing	No
Placement	No
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Seminars open to the public

CONTACT PERSON

Merrell Arnold, Director
373-3680

FEES FOR SERVICE

Tuition fees for seminars vary

DAYS/HOURS SERVICE
AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Yes

STAFF

Professional

REMARKS

ORGANIZATION University of Minnesota	CONTINUING EDUCATION AND EXTENSION Counseling Department 314 Nolte Center for Continuing Education University of Minnesota Minneapolis, Minnesota 55455 373-3973	
NATURE OF PROGRAM	One-to-one counseling, group counseling, life planning workshops for people who want to make mid-life career changes or changes in life style. Walk-in counseling Testing--interest, personality, aptitude	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Placement Testing Group support	Yes No Yes Yes
GROUPS AND INDIVIDUALS SERVED	Students and prospective students	
CONTACT PERSON	Vera Schletzer, Director, 373-3973 Keith Buckley, Assistant Director, 373-3905 Counselors: Becky Johnson, Bonnie Gray, Darryl Sedio, John Kleinbaum, Susan Thornburg, Winston Minor, 373-3905	
FEES FOR SERVICE	Counseling free to students Skills assessment--\$25.00 to students; \$50.00 for non-students	
DAYS/HOURS SERVICE AVAILABLE	9:00-4:30 Monday-Thursday evenings by appointment	
SPECIAL SEMINARS	Yes, through Continuing Education	
STAFF	Professional	
REMARKS		

<p style="text-align: center;">*</p> <p>ORGANIZATION</p> <p>University of Minnesota</p>	<p>CONTINUING EDUCATION FOR WOMEN 200 Wesbrooke Hall University of Minnesota Minneapolis, Minnesota 55455 373-9743</p>								
<p>NATURE OF PROGRAM</p>	<p>Evening and daytime classes offered for people who wish to take a single class or anyone wishing to explore the idea of returning to college.</p> <p>Courses of special interest: Life Planning, Guidelines for Women (includes interest, personality and aptitude testing) and Vocational Planning.</p>								
<p>SPECIFIC SERVICES OFFERED</p>	<table border="0"> <tr> <td>Counseling--vocational and personal</td> <td>No</td> </tr> <tr> <td>Testing</td> <td>No</td> </tr> <tr> <td>Placement</td> <td>No</td> </tr> <tr> <td>Group support</td> <td>Yes</td> </tr> </table>	Counseling--vocational and personal	No	Testing	No	Placement	No	Group support	Yes
Counseling--vocational and personal	No								
Testing	No								
Placement	No								
Group support	Yes								
<p>GROUPS AND INDIVIDUALS SERVED</p>	<p>Classes open to the public</p>								
<p>CONTACT PERSON</p>	<p>Edith Mucke, Director, 373-9743</p>								
<p>FEES FOR SERVICE</p>	<p>Tuition fees for classes vary</p>								
<p>DAYS/HOURS SERVICE AVAILABLE</p>	<p>9:00 to 5:00</p>								
<p>SPECIAL SEMINARS</p>	<p>Yes</p>								
<p>STAFF</p>	<p>Professional</p>								
<p>REMARKS</p>									

ORGANIZATION University of Minnesota	DEPARTMENT OF PSYCHOEDUCATIONAL STUDIES College of Education Counseling and Student Personnel Psychology 139b Burton Hall University of Minnesota Minneapolis, Minnesota 55455 373-0202	
NATURE OF PROGRAM	Trains counselors Offers courses which prepares counselors for dealing with career development and counseling of women	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	Yes, for students No No No
GROUPS AND INDIVIDUALS SERVICED	Students and prospective students	
CONTACT PERSON	Sunny Hansen, Program Coordinator, 373-0202 or 373-4471	
FEES FOR SERVICE	Counseling free to students, regular tuition fees for courses	
DAYS/HOURS SERVICE AVAILABLE	9:00 to 4:30	
SPECIAL SEMINARS	Yes	
STAFF	Professional	
REMARKS		

ORGANIZATION
University of Minnesota

EDUCATION CAREER DEVELOPMENT OFFICE
College of Education
1425 University Avenue S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-2257

NATURE OF PROGRAM

Admissions counseling for College of Education
Job information workshops which help students with
interviewing and job getting techniques, (resume
preparation) and exploring alternatives to teaching

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	No
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Students and prospective students

CONTACT PERSON

Bill Edson, Director, 373-2257
Bruce Sillers, Coordinator of Counseling, 373-2257
Counselors: Leon Blake, Ann P. George,
Sally Glassberg, Carol Fields,
Marshall Gouze, John Loughren, 373-2257

FEES FOR SERVICE

Counseling free to students
Fees for workshops vary

DAYS/HOURS SERVICE
AVAILABLE

9:00 to 4:30

SPECIAL SEMINARS

Yes

STAFF

Professional

REMARKS

ORGANIZATION
University of Minnesota

HELP CENTER (Higher Education for Low Income People)
317 - 17th Avenue S.E.
Minneapolis, Minnesota 55414
373-0120

NATURE OF PROGRAM

Academic, personal, financial counseling, financial assistance, job placement and referral, advocacy, legal services, and tutorial services.

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	No
Placement	Yes
Group support	Yes

GROUPS AND INDIVIDUALS
SERVED

People on AFDC and others with low incomes

CONTACT PERSON

Fred Amram, Director, 373-0120
Contact for information about women's groups:
Beverly Stewart, Social Worker, 373-0120
Joan Guernsey, Welfare Advocate, 373-0120

FEES FOR SERVICE

Free

DAYS/HOURS SERVICE
AVAILABLE

8:30 to 4:30

SPECIAL SEMINARS

No

STAFF

Professional

REMARKS

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ORGANIZATION
University of Minnesota

MINNESOTA WOMEN'S CENTER
301 Walter Library
University of Minnesota
Minneapolis, Minnesota 55455
373-3850

NATURE OF PROGRAM

Walk-in Counseling--personal and educational
counseling, referral to other agencies, on and
off campus.

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	No
Placement	
Group support	Yes

GROUPS AND INDIVIDUALS
SERVED

The public

CONTACT PERSON

Anne Truax, Director, 373-3850

FEES FOR SERVICE

Free to students

DAYS/HOURS SERVICE
AVAILABLE

8:00 to 5:00

SPECIAL SEMINARS

No

STAFF

Professional

REMARKS

ORGANIZATION
University of
Minnesota

OASIS
190 Coffey Hall, University of Minnesota
St. Paul, Minnesota 55108
373-1140

NATURE OF PROGRAM

One-to-one educational and vocational counseling

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	No
Group support	No
Special	

GROUPS AND INDIVIDUALS
SERVED

St. Paul campus students

CONTACT PERSON

Dave Wark, Counseling co-ordinator, 373-1140
Charlene Follett, Counselor, 373-1140

FEES FOR SERVICE

Counseling free to students

DAYS/HOURS SERVICE
AVAILABLE

8:30 - 4:30

SPECIAL SEMINARS

No

STAFF

Professional

REMARKS

ORGANIZATION	Vocational Assessment Clinic N555 Elliott Hall University of Minnesota Minneapolis, Minnesota 55455 376-7197	
NATURE OF PROGRAM	Assessment (through testing) of skills; career counseling; referrals to placement agencies	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	Yes, vocational Yes No No
GROUPS AND INDIVIDUALS SERVED	Referral by other CURA (Center for Urban & Regional Affairs, University of Minnesota) agencies only. After July 1, 1975 open to the public	
CONTACT PERSON	Until July 1, contact CURA agencies; after July 1 call 376-7197	
FEES FOR SERVICE	Fees vary but typically are about \$50.00 for assessment	
DAYS/HOURS SERVICE AVAILABLE	9:00 to 4:30 or by special arrangement	
SPECIAL SEMINARS	No	
STAFF	Professional	
REMARKS	The waiting list for testing is very long; after July 1, 1975 this should improve	

FINANCIAL AID AVAILABLE FOR RETURNING STUDENTS

Minnesota State Scholarships and Grant-in-Aid Programs

Stipends of from \$100 to \$1000, not to exceed one-half of demonstrated financial need, are available to Minnesota residents who wish to pursue full-time studies.

Eligibility requirement for scholarships:

The applicant must:

- 1) be a United States citizen and a legal resident of Minnesota at the time of the closing date for filing application.
- 2) have met or be able to meet all requirements for admission as a full-time student to an eligible institution of his/her choice (with the exception of Oneida College, all institutions listed in this index are eligible), including
 - a) those with no previous postsecondary education who will enter an eligible institution as beginning first-year students, and
 - b) those who may have previous postsecondary education but who have not been enrolled as full-time students during the 12 months immediately preceding application for a Minnesota State Scholarship.
- 3) rank in the upper quarter of his/her class at the end of the sixth semester or junior year of his/her secondary school studies as documented on the application form by the applicant's high school.

In addition to 1 through 2b above, Grant-in-Aid eligibility requirements are:

- 2 c) those who have completed at least one academic year of study at an eligible community college at the time of transfer to an eligible senior college or university.
- 3) be able to demonstrate need for financial assistance to attend an eligible institution of his/her choice.

Applications are available through Financial Aid Office at individual school or through State Student Loan Program (address below). The educational institutions control some federal funds which are available to part-time students.

Loans are available at private and public educational institutions through the Financial Aid Office at each institution, or through the State Student Loan Program:

Minnesota Higher Education Coordinating Commission
Room 901, Capitol Square Building
St. Paul, Minnesota 55101

COMMUNITY BASED

ORGANIZATION

AMERICAN INDIAN NEW CAREERS
1800 Chicago Avenue South
Minneapolis, Minnesota 55404
871-7331

NATURE OF PROGRAM

Counseling and training for Indians as para-professionals
in mental health careers. Initial part time jobs work
into full time positions

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	No
Placement	Yes
Group support	Yes

GROUPS AND INDIVIDUALS
SERVED

Indians

CONTACT PERSON

Pat Bellanger, 871-7331

FEES FOR SERVICE

None

DAYS/HOURS SERVICE

8:30 to 5:00

SPECIAL SEMINARS

No

STAFF

Professional

REMARKS

ORGANIZATION

CAREER CLINIC
North Hennepin Community College
7411 - 85th Avenue North
Brooklyn Park, Minnesota 55445
425-4541, Ext. 189

NATURE OF PROGRAM

(A cooperative program of North Suburban YWCA and North Hennepin Community College)

Preparation for work: Counseling to help women assess their skills. Job skills training. Also some referral (e.g. CETA)

SPECIFIC SERVICES OFFERED

Counseling--vocational and personal	Yes, both
Testing	Yes
Placement	Liaison with
Group support	Yes

GROUPS AND INDIVIDUALS SERVED

Open to public

CONTACT PERSON

Cynthia Heelan, 425-4541, Ext. 189

FEES FOR SERVICE

From \$5 to \$25 (nothing for initial interview) depending on nature of courses)

DAYS/HOURS SERVICE AVAILABLE

Monday and Tuesday, 9:00 to 5:00
(Full-time as of July 1)

SPECIAL SEMINARS

Yes, will be developed as needed

STAFF

Professional (Counselors, Secretary, Facilitators, Volunteers)

REMARKS

Wide cooperation with all community agencies in the metropolitan area (educational and service).

Special aspect: Personal, warm support group in a supportive climate.

ORGANIZATION	EDUCATION EXPLORATION CENTER 3104 16th Avenue South Minneapolis, Minnesota 55407 722-6612 or 722-6613	
NATURE OF PROGRAM	Phone referral, drop-in center for people in alternative education. Jobs available in alternative education listed in newsletter. Directory of existant alternative programs in Minnesota.	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	No formal counseling No No, listing only No
GROUPS AND INDIVIDUALS SERVED	People interested in alternative education	
CONTACT PERSON	Anita Fatland and Sara Stedman, 722-6612	
FEES FOR SERVICE	Newsletter subscription -- \$5.00 Directory -- \$1.25	
DAYS/HOURS SERVICE AVAILABLE	Monday-Wednesday: 10:00 to 4:00	
SPECIAL SEMINARS	No	
STAFF	Professional and volunteer	
REMARKS		

*
ORGANIZATION

FEMINIST FORMATIONS
1849 East 26th Street
Minneapolis, Minnesota 55404
721-5546

NATURE OF PROGRAM

Emphasis on finding non-traditional jobs for women.
Assistance with resume writing. Counseling for those
wishing to start their own business.

Seminars on Awareness, Health, and Employment: Attaining
and Utilizing Highest Potential

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	No
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Open to public

CONTACT PERSON

Kathleen Sarafolean and Lynn McGuigan, 721-5548

FEES FOR SERVICE

\$10.00 registration fee, other fees on a sliding scale

DAYS/HOURS SERVICE
AVAILABLE

9:00 to 5:00 and by appointment

SPECIAL SEMINARS

Yes

STAFF

Professional

REMARKS

ORGANIZATION	METROVEST 4939 Willston Road Hopkins, Minnesota 55343 935-8073 Pending funding, the offices will be located in the State Employment Office, 309 2nd Avenue South, Minnesota	
NATURE OF PROGRAM	Self appraisal, peer evaluation and peer support groups. Techniques and resources needed to find a job. Job referrals	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	Yes No Referrals Yes
GROUPS AND INDIVIDUALS SERVED	Open to the public	
CONTACT PERSON	Frankie Quade, 935-8073	
FEES FOR SERVICE	Volunteer 4 hours per week to work in office. A person's name will be retained on the active list as long as she donates time.	
DAYS/HOURS SERVICE AVAILABLE		
SPECIAL SEMINARS	No	
STAFF	Volunteer and professional (pending funding)	
REMARKS		

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ORGANIZATION

NEW RESOURCES
9100 West Bloomington Freeway
Bloomington, Minnesota 55431
888-3440

NATURE OF PROGRAM

Emphasis on bringing together skilled women and equal opportunity employers. Resume writing assistance. Vocational assessment: what a person's skills are and how they might fit into the current labor market. Encouragement for women to consider what have traditionally been male jobs.

SPECIFIC SERVICES OFFERED

Counseling--vocational and personal	Yes
Testing	No
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS SERVED

Open to public

CONTACT PERSON

Marlene Roth, Betsy Lucey and Meral Lundsten, 888-3440

FEES FOR SERVICE

Employer paid fee system.

DAYS/HOURS SERVICE AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

Yes

STAFF

Professional

REMARKS

ORGANIZATION	NEW VOCATIONS 2314 Elliot Avenue South Minneapolis, Minnesota 55404 871-3232	
NATURE OF PROGRAM	Emphasis on finding alternative jobs where people can have more control over their own lives. Help for those wishing to develop their own jobs or start a new business	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	Yes No Yes No
GROUPS AND INDIVIDUALS SERVED	Open to the public	
CONTACT PERSON	Ken Meter and Lynn Hinkle, 871-3232	
FEES FOR SERVICE	First session free, \$5.00 (negotiable) per hour for following sessions.	
DAYS/HOURS SERVICE AVAILABLE	9:00 to 5:00	
SPECIAL SEMINARS	No	
STAFF	Professional	
REMARKS		

ORGANIZATION

RAMSEY ACTION PROGRAMS
509 Sibley Street
St. Paul, Minnesota 55101
227-8954

NATURE OF PROGRAM

Job development and placement. Counseling. On-the-job training.

SPECIFIC SERVICES OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	Yes

GROUPS AND INDIVIDUALS SERVED

Low income (below poverty level) in Ramsey County

CONTACT PERSON

Edith Lallier, Executive Director, 227-8954

FEES FOR SERVICE

Free

DAYS/HOURS SERVICE AVAILABLE

8:30 to 5:00

SPECIAL SEMINARS

No

STAFF

Professional and volunteer

REMARKS

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ORGANIZATION

ST. PAUL URBAN LEAGUE
LEAP (Labor Education Advancement Program)
401 Selby Street
St. Paul, Minnesota 55102
222-5549

NATURE OF PROGRAM

Recruits, refers and places minority people in the building trades.
Special program for Women: walk-in counseling. Emphasis on getting women into industrial positions. Refers people to appropriate training where necessary

SPECIFIC SERVICES OFFERED

Counseling--vocational and personal	Yes
Testing	
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS SERVED

Minorities and women

CONTACT PERSON

Talmer Curry, Director
Kenyari Bellfield, Program for Women, 222-5549

FEES FOR SERVICE

Free

DAYS/HOURS SERVICE AVAILABLE

9:00 to 5:00

SPECIAL SEMINARS

No

STAFF

Professional

REMARKS

ORGANIZATION

WIN (WORK INCENTIVE PROGRAM)
310 4th Avenue South
6th Floor, Flour Exchange Building
Minneapolis, Minnesota 55415
348-7604

NATURE OF PROGRAM

On-the-job training
Job placement
Assistance with child care and transportation expenses

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	Yes
Testing	No
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS
SERVED

People on AFDC living in Hennepin County

CONTACT PERSON

Grant Hallberg, Director of the Work and Training
Division, Hennepin County, 348-7604

FEES FOR SERVICE

Free

DAYS/HOURS SERVICE
AVAILABLE

8:00 to 5:00

SPECIAL SEMINARS

No

STAFF

Professional

REMARKS

ORGANIZATION	WIN (WORK INCENTIVE PROGRAM) 333 Sibley Street 4th Floor St. Paul, Minnesota 55101 298-5340	
NATURE OF PROGRAM	Social work counseling, some vocational counseling. Testing, skill development, on-the-job training. Placement, public service employment. Some aid with transportation and child care expenses.	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	Yes Yes Yes No
GROUPS AND INDIVIDUALS SERVED	People on AFDC (referrals by financial agency) living in Ramsey County	
CONTACT PERSON	Ted Hecht, Work and Training Program Manager, Ramsey County Welfare, 298-5340 Tom Hogan, Project Manager, St. Paul WIN	
FEES FOR SERVICE	Free	
DAYS/HOURS SERVICE AVAILABLE +	8:00 to 6:00	
SPECIAL SEMINARS	No	
STAFF	Professional	
REMARKS		

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ORGANIZATION

WOMEN IN COMMUNICATIONS
4624 Drexel Avenue
Edina, Minnesota 55424
920-5507

NATURE OF PROGRAM

Job referral for women in advertising, public relations,
newspaper and broadcast journalism.

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal	No
Testing	No
Placement	Referrals
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Women in communications

CONTACT PERSON

Terri Hjermstead, 920-5507

FEES FOR SERVICE

Non-members are requested to donate \$20.00 to the scholar-
ship fund if referral leads to acceptance of a job.

DAYS/HOURS SERVICE
AVAILABLE

Evenings

SPECIAL SEMINARS

No

STAFF

Volunteer

REMARKS

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ORGANIZATION

Working Opportunities for Women (WOW)
Hillsborough Office Building #1, Room 105
2353 Rice Street North
St. Paul, Minnesota 55113
484-3317

NATURE OF PROGRAM

Information and referral service providing pre-employment counseling for women, including self-assessment, skills inventory, job exploration, resume writing, one-to-one and in groups. Special emphasis on preparation for work and helping women consider non-traditional vocations.

SPECIFIC SERVICES
OFFERED

Counseling--vocational and personal
Testing

Placement
Group support

Yes
Yes, and by
referral
Referral
Yes

GROUPS AND INDIVIDUALS
SERVED

Women in metropolitan area who are unemployed, underemployed, or economically disadvantaged.

CONTACT PERSON

Lois Snook, 484-3317

FEES FOR SERVICE

None (Free services sponsored by Comprehensive Employment Training Act--CETA--funds)

DAYS/HOURS SERVICE
AVAILABLE

8:30 to 4:30

SPECIAL SEMINARS

Yes--Workshops on self-image, values clarification, confidence-building, and assertiveness training

STAFF

Professional

REMARKS

PUBLIC INSTITUTIONS

ORGANIZATION

CONCENTRATED EMPLOYMENT PROGRAM
2632 Nicollet Avenue
Minneapolis, Minnesota 55408
827-6151

NATURE OF PROGRAM

Job development and placement, testing and training for disadvantaged groups. Top priority goes to female heads of household, chemically dependent people and minority groups.

SPECIFIC SERVED
OFFERED

Counseling--vocational and personal	Yes
Testing	Yes
Placement	Yes
Group support	No

GROUPS AND INDIVIDUALS
SERVED

Disadvantaged groups living in Minneapolis, must be 17 years old or older to qualify.

CONTACT PERSON

Gary Levin, Acting Director, 827-6151

FEES FOR SERVICE

Free

DAYS/HOURS SERVICE
AVAILABLE

8:00 to 4:30

SPECIAL SEMINARS

No

STAFF

Professional

REMARKS

ORGANIZATION	MINNESOTA DEPARTMENT OF MANPOWER SERVICES 390 North Robert Street St. Paul, Minnesota 55101 227-7301	
NATURE OF PROGRAM	Job referrals. Job information service. Referrals to other employment services. Special interviewers for people over 40. Testing for apprenticeship programs and specific jobs.	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	Yes, vocational Yes Yes No
GROUPS AND INDIVIDUALS SERVED	Open to the public	
CONTACT PERSON	Priscilla Utesch, 227-7301	
FEES FOR SERVICE	Free	
DAYS/HOURS SERVICE AVAILABLE	8:00 to 4:45	
SPECIAL SEMINARS	No	
STAFF	Professional	
REMARKS		

ORGANIZATION	TWIN CITIES OPPORTUNITY INDUSTRIALIZATION CENTER 834 North 7th Street Minneapolis, Minnesota 55411 339-7621	
NATURE OF PROGRAM	Job placement Training classes in office skills, keypunch, drafting and printing (G.E.D.)	
SPECIFIC SERVICES OFFERED	Counseling--vocational and personal Testing Placement Group support	Yes, vocational Yes Yes No
GROUPS AND INDIVIDUALS SERVED	Low income, people on welfare One of top priorities is female heads of household	
CONTACT PERSON	Fred Felder, Director, 339-7621	
FEES FOR SERVICE	Free	
DAYS/HOURS SERVICE AVAILABLE	8:00 to 5:00	
SPECIAL SEMINARS	No	
STAFF	Professional	
REMARKS		

RESOURCES FOR COUNSELORS

RESOURCES FOR COUNSELORS

CATALYST

306 Walter Library
University of Minnesota
Minneapolis, Minnesota 55455
373-3850

Nationwide computerized roster with which women may file their resumes. Career publications on Older Women, Undergraduate Women, and Self-Analysis. Contact person: Anne Truax, 373-3850.

FEDERAL JOB INFORMATION CENTER

Room 196, Federal Building
Fort Snelling
Minneapolis, Minnesota 55111
Twin Cities: 725-3355
Minnesota Toll-Free: 1-800-522-1244

Provides information on federal job vacancies anticipated in Minnesota. Complete details on qualification requirements, application procedures and salaries will be furnished.

INSTANT INFORMATION

550 Cedar Street
St. Paul, Minnesota 55101
Twin Cities: 296-6481
Minnesota Toll-Free: 1-800-652-9021

Vocational information for counselors: what courses are available at area technical schools, length of courses, whether program is open and accepting applications. Contact person: Jan Hyllsted, 296-6481.

OCCUPATIONAL INFORMATION LIBRARY

9 Eddy Hall
University of Minnesota
Minneapolis, Minnesota 55455
373-5493

Contact person: Alice Christian, 373-5493.

AUDIO VISUAL LIBRARY SERVICES

University of Minnesota
3300 University Avenue S.E.
Minneapolis, Minnesota 55414
373-3842

Color video cassette tapes on Career Development for Women, developed by Sunny Hansen. For information, call Don Cain, 373-3842.

VOCATIONAL SCHOOLS

ORGANIZATION

DAKOTA COUNTY AREA VOCATIONAL-TECHNICAL INSTITUTE
145th Street East and Akron Road
Rosemount, Minnesota 55068

NATURE OF PROGRAM

Post high school programs
Counseling for prospective students

**SPECIFIC SERVICES
OFFERED**

Counseling for programs in Business and Office,
Health and Home Economics, Trade and Industry,
Transportation, Meat Processing
Counseling, referrals and placement on jobs
Tutoring available
Information on area vocational schools

**GROUPS AND INDIVIDUALS
SERVED**

High schools, individuals and community agencies
One need not be a high school graduate to participate.

CONTACT PERSON

Betty Byrne, Counselor, 423-2281
Paul Grogan, Counselor, 423-2281
Wilbur Winblad, 423-2281

FEES FOR SERVICE

None

**DAYS/HOURS SERVICE
AVAILABLE**

7:00 a.m. to 4:30 p.m. daily

SPECIAL SEMINARS**STAFF****REMARKS**

ORGANIZATION	Minneapolis Area Vocational-Technical Institute 1101 3rd Avenue South Minneapolis, Minnesota 55404 348-4100
NATURE OF PROGRAM	Career clinic for mature persons Free Adult Career Training (FACT) Post high school program
SPECIFIC SERVICES OFFERED	Office skills and typing refresher courses Counseling and referral to trade classes, referral to other area vocational schools Tutoring available All day trade programs Counseling, testing and placement available
GROUPS AND INDIVIDUALS SERVED	Adults One need not be a high school graduate to participate
CONTACT PERSON	Eudora Zellers, 348-4144 Otto Wirgau, Director, 348-4100 Carol Hauger, Chair of Counseling Department, 348-4120 Clara Anderson, Counselor 348-4117 Richard Fuller, Counselor, 348-4118
FEES FOR SERVICE	
DAYS/HOURS SERVICE AVAILABLE	
SPECIAL SEMINARS	
STAFF	
REMARKS	

ORGANIZATION

916 VO-TECH INSTITUTE
3300 Century Avenue North
White Bear Lake, Minnesota 55110
770-2351

NATURE OF PROGRAM

Testing and counseling for perspective students.

SPECIFIC SERVICES
OFFERED

Evaluation course in which a person's skills are assessed.
Placement of students in jobs.

GROUPS AND INDIVIDUALS
SERVED

CONTACT PERSON

Jim Moratcka, Counselor, 770-2351, Extension 312

FEES FOR SERVICE

DAYS/HOURS SERVICE
AVAILABLE

SPECIAL SEMINARS

STAFF

REMARKS

ORGANIZATION

ST. PAUL TECHNICAL VOCATIONAL INSTITUTE
235 Marshall Avenue
St. Paul, Minnesota 55102
227-9121

NATURE OF PROGRAM

Walk-in counseling

SPECIFIC SERVICES OFFERED

Labor market information, information on area vocational schools and other educational institutions in the Twin Cities area.

GROUPS AND INDIVIDUALS SERVED

CONTACT PERSON

June Brahms, Career Center, 227-9121

FEES FOR SERVICE

DAYS/HOURS SERVICE AVAILABLE

8:00 a.m. to 8:00 p.m. daily, 6:00 on Friday.

SPECIAL SEMINARS

STAFF

REMARKS

ORGANIZATION

VOCATIONAL EDUCATION ADVISORY SERVICE
1911 Nicollet Avenue South
Minneapolis, Minnesota 55403

NATURE OF PROGRAM

Recruit and retention of minority and disadvantaged persons

SPECIFIC SERVICES OFFERED

Counseling and general assistance in every way

GROUPS AND INDIVIDUALS SERVED

High schools, individuals and community agencies

CONTACT PERSON

Arnold Jackson

FEES FOR SERVICE

None

DAYS/HOURS SERVICE AVAILABLE

8:30 to 4:30, Monday to Friday

SPECIAL SEMINARS

STAFF

REMARKS